**MOHAMMAD MOIZ PASHA**

****

**Personal Information**

***Name:* Mohammad MOIZ Pasha**

***Age:* 27 Years**

***Nationality:* Indian**

***Civilian status:* Single**

***Address:* Dubai,**

***Visa Status:* Residence Visa**

**Driving licence: 1535273 L.V**

**Place of issue: Dubai (expiry date 20/01/2020)**

***Telephone:* 0097155-3137862**

***E-mail*** [**neeyan\_cool@yahoo.co.in**](mailto:neeyan_cool@yahoo.co.in) **,** [**pashamohmmed@gmail.com**](file:///C:\Users\BISMILLAH\Desktop\pashamohmmed@gmail.com)

**Objective**

I am self motivated person striving to achieve excellence in my field of activity with

Excellent communicative, analytic and inter-personal awareness and ability to work in

Team is my fort.

I’m a highly motivated and result with more than 4 years experience in **GULF**

**Present Experience**

**Emrill Services LLC *Integrated Facility Management***

**(*Tri-Partite Venture between Al Futtaim, Carillion PLC UK and Emaar Properties*)**

**P.O.Box 38083 Dubai, United Arab Emirates**

Procurement Officer

**Position:** Procurement & Pre Contracting Dept

**Term of Service:** Sep-15-2012 to present

**Primary Responsibility:**

* [Support Operational Requirements](http://scm.ncsu.edu/public/procurement/3role.html#1).
* [Manage the Procurement Process and the Supply Base Efficiently and Effectively](http://scm.ncsu.edu/public/procurement/3role.html#2).
* [Develop Strong Relationships with Other Functional Groups](http://scm.ncsu.edu/public/procurement/3role.html#3).
* [Develop Integrated Purchasing Strategies that Support Organizational Strategies, Goals and objectives](http://scm.ncsu.edu/public/procurement/3role.html#4).

**Specific Duties and Responsibility:**

* To work within the Purchasing Team, agreeing priorities and reporting progress to the Procurement Manager.
* To satisfy the needs of Operating Site/Units in terms of purchasing and supply.
* Drive compliance through usage of nominated suppliers thru Annual Supplier’s Evaluation to ensure the integrity of the company is maintained.
* Maintaining and updating Approve Supplier List (ASL) for effective usage and to comply with the ISO procedures.
* To source out new possible supplier’s local or overseas to meet our customer’s requirements effectively and timely.
* To perform in selecting the appropriate suppliers and contractors, to promote good procurement.
* Practice with due regard to sustainability, ethical purchasing standards.
* To release a Purchase Order / Subcontractors Order in accordance to Purchase Request from Contracted sites.
* Takes accountability for actions, drives results, learns from mistakes and operates with the highest integrity.
* Highly effective at initiating and leading cross functional teams, building cross functional relationships
* Establish and build successful supplier relationships. Demonstrated skill in planning and leading negotiations, and have experience in structuring and managing supplier contracts.
* To participate in negotiation of contract terms on a range of central contracts and to monitor
* Performance against these contracts.
* To participate in internal and external meetings, promoting procurement best practice.

**Achievements**

* Developed and implemented the online PR-PO system through Existing software.
* PR to PO turnaround time from five working days to two working days for 95% of Purchase Requisitions
* Monthly savings of 10% on procurement spend/ Purchase
* Arranging the comparative quote for OEM supplier and making the long time Business relation with Emrill.

**Annual Tenders and savings**

* Annual Tender for **HVAC** **Material** has been finalized (Annual Value AED 1.74M )

Approximate annual saving is (AED 278K)

* Annual Tender for **Building Material** has been finalized (Annual Value AED 2.4M)

Approximate annual saving is (AED 240K)

* Annual Tender for **Electrical Material** has been finalized (Annual Value AED 3.85M)

Approximate annual saving is (AED 577K)

* Annual Tender for **Trash Bags** has been finalized (Annual Value AED 446K)

Approximate annual saving is (AED 74K)

Rebates structure introduced in all tenders having 3% of annual purchase in each tender

Customer coordinator / MPlus Spare Parts coordinator

**Position:** customer service/stores

**Term of Service:** Dec-14-2011 to Sep-15-2012

Be a part of a professional environment and impart my knowledge for the success of the program thru team effort, and to become asset in the total development of the company.

I am presently employed as Customer Coordinator for EMRILL SERVICES LLC. (A tri- partite venture between Emaar Properties, Al Futtaim and Carillion LLC UK based in Dubai)

* Schedules approved jobs in coordination with the Civil team Supervisors, Customer Coordinators and Sub-Contractors in terms of materials, manpower and other requirements.
* Deal directly with customers either by telephone or email to schedule appointment for the teams
* Maintain appointment calendar for the teams
* Liaising with technical teams, stores and customers.
* Calculating price for spare parts by adding mark up for package and non package
* Out calling the customers and scheduling appointments for fitting spare parts
* Booking spare parts approximately worth Aed30000/- a day
* Handling escalations related to spare parts
* Handling 60-70 customers daily
* Informing the customers if any delay in arranging spare parts
* Worked as a store keeper for the month of September in springs 7 store
* Raising purchase requests (PRs) for non stock materials
* Knowledge of inventory control
* Chasing up the suppliers for delivery of materials on time
* Handling all customer calls/emails on areas of relevant department.
* Respond promptly to customer inquiries.
* Keeping proper follow up of customer inquiries.
* Escalate customers inquires to the sub contractor.
* Regular follow up with the sub contractor.
* Preparation of quotations according to the customer requirement and forward to customer via email.
* Updating and closing customer inquiries on concept evolution (FSI).

**Experience**

**GULF ICE & MODERN ICE FACTORY & HAFEET TRADING AND CONTRACTING L.L.C**

**Approved OBAID AL SHAER GROUP OF COMPANIES**

**February 2008 to August 2010**

**Position: Senior Cad operator/Customer coordinator**

* + Co-ordination while preparation of structural Drawings and checking the Drawings as per design for execution.
  + Able to prepare architectural plan with different views.
  + Designing manual and Auto CAD draughting and presentation.
  + Compile and analyze drawings and data to collate figures
  + Supervising, motivating and monitoring team performance
  + Gaining a clear understanding of customers' businesses and requirements
  + Setting budgets and targets
  + Keeping abreast of what competitors are doing
  + Reporting back to senior managers about achievements and outstanding Issues
  + Research and developing ideas to promote products and to achieve targets
  + Controls expenses to meet budget guidelines
  + Handling Market Study and Customer Survey
  + Attending the complaints and queries of the customer
  + Assisting customers and providing them a customer service satisfaction
  + Supervising, motivating and monitoring team performance
  + Dispatching the teams to the properties of customer’s on emergency requests
  + Keeping abreast of what competitors are doing
  + Reporting back to senior managers about achievements and outstanding Issues
  + Calling customer’s to book appointments for fixing spare parts and solving queries
  + Worked in all the shifts 24/7 provided by the company

**CAP-GEMINI I.T COMPANY / KANBAY (Hyderabad, India)**

* + 1YEAR 8 month working experience in Console operator/CSR in Hyderabad, INDIA
  + Maintain accurate customer history in **DATA BASE-2**
  + To conduct the assessment of employees on daily basis
  + To monitor the **CCTV, BMS** & all the fire panels.
  + Assisting customers and providing them a customer service satisfaction through chatting Via Draft mail.
  + Maintaining asses cards through BMS from control panel
  + Making sure that you can help the customer with their complaints

**Educational Qualifications**

Graduation in B.COM (computers) in the OSMANIA UNIVERCITY /HYDERABAD

Diploma in AUTO CAD in the INDO-BRITISH Academy of (Hyd)

**Languages**

* URDU – Mother Tongue
* English – Good **(R.W.S)**
* TELUGU – Good **(R.W.S)**

**Permanent Address**

* Father name – Mohammed Muneer Ahmed
* H.no 4378 New M.I.G phase-II Vidyut nagar

Ramachandra Puram, Tellapur Pin code 500032

Hyderabad, Andhra Pradesh INDIA

Signature

-------------------------------------THANK&REGARDS---------------------------------